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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 7 March 1956

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report No. 10
29 February - 6 March 1956SIGNIFICANT ITEMS

None

OTHER ACTIVITIES1. Overseas Training Support

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b. C/ISB has discussed with Graphics Register the problems involved in obtaining Chinese National feature films. OTR has been informed by FE that three such [] are available for Headquarters purchase. GR/OCR has indicated to C/ISB that they will have an interest in obtaining copies of the prints for permanent retention.

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2. Research and Bibliographies

a. The Lib/ISB staff has furnished [] with four reports dealing with the operations and organizations of a Soviet Trade Delegation.

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c. The Lib/ISB staff obtained five miscellaneous Congressional reports for use by the P&P Staff.

d. A "Reference Request Form" has been devised for the use of each member of the Library Section on an experimental basis and a meeting was held to explain its use. It is intended to record only substantively important reference requests, not routine questions. It should afford a method to determine the exact number of such requests handled weekly, and give the section a record as to the type of reference work done and by whom. It also gives a basic record as to the disposition of the work done and lends continuity to certain requests which must be delayed for one reason or another.

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3. Printing and Reproduction

a. The 5 March issue of the Instructors' Guide to Current References has been received from the Printing Services Division/IO and distributed.

b. The Reproduction Section of ISB has continued to reproduce and collate mimeographed materials for the CIA/Armed Forces Reserve Training Program. Five hundred copies of the following item were completed: Advanced Sheet--Prisoners of War and Others.

c. Catalog of Courses. The revisions for the Catalog of Courses were discussed with [redacted] of the PPS. It is planned to publish a long-term schedule of courses for the period 1 July 1956 through 1 July 1957, prior to the anticipated 1 July revision of the Catalog.

d. The compilation of materials for the Africa Bibliography has been completed by the LIB/ISB staff, and the completed text sent to PSD/IO for printing; expected due date is 2 April 1956.

4. Training aids completed during the week

- a. BS/Basic Orientation. Revised one "blanketboard" type training aid. Miscellaneous cards and signs: total--4.
- b. BS/Admin Procedures. Design and artwork of one training chart.
- c. BS/Ops Support. Production of 3 special type chalkboard training aids.
- d. LETS/Language. Miscellaneous cards and posters: total--11.
- e. IS/Reading Improvement. Miscellaneous cards: total--1.
- f. Office of Security. Design and artwork of two charts.
- g. Office of Personnel. Production of one chalkboard training aid.
- h. The OSI Display for the Intelligence Products Exhibit/BOC, is currently being revised.

5. Attendance at the Language Film Program

- a. 28 February Italian 6 persons
- b. 1 March Russian 11 persons

6. Personnel

b. The staff of VAS/ISB reviewed the following training film:

- 1) The Korean Artist

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c. [] JOT, has been assigned to the Library Section on a temporary basis, and will assist in the proper indexing and cataloging of the Training Materials Registry (OTR Lesson Plans).

d. C/LIB/ISB discussed [] DC/TSS, [] the best method of training personnel for work in an overseas technical library position. C/LIB outlined the following method: a) adequate basic and fundamental CIA library training be given to the person by the main CIA Library facility, and b) that the second phase would be training in a special library facility--Logistics Library Branch, OSI Library Branch, the Commo Library or the ISB/TR Library.

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